

## Requirements for Finishing a Basement or Attic

1. Complete a [Residential Building Permit Application](#). (Sample applications are available, see links above. An official application is available in paper format at this time only at Town Hall).
  - Completely fill out the application, missing info will cause a denial.
  - Proof of ownership and the property owner's signature is required on the application, contracts are not accepted.
  - All CSL and HIC contractors who are applying for the permit and all CSL designees or supplement HIC holders must register their License and Registration in the Wellesley Building Department. The applicant and their original CSL and HIC cards are required to be present for the registration. Copies and runners will not be accepted for registering.
2. Complete in full and sign a *Department of Industrial Accidents Worker's Compensation Insurance Affidavit*. The insurance company and policy number of the applicant (if applicable) and sub contractors must be clearly designated. A workman compensation binder is not required. The permit applicant must sign the affidavit, no exceptions.
3. Complete a [solid waste disposal](#) application. The Town's Recycling & Disposal Facility accepts construction wastes for projects located within its municipal boundaries. The permit applicant must sign the application, no exceptions.
4. A floor plan for basements showing wall locations and openings and label what the space will be used as.
5. A floor plan and elevation for attics showing wall locations and openings, ceiling height and label what the space will be used as.
6. 4% Openable Ventilation Calculations.
7. Ceiling and Soffit Heights (beams, girders, HVAC ducts and sloped ceilings height compliance for attics).
8. Emergency escape openings for habitable basements and all sleeping areas.
9. 2009 IECC Energy Code compliance.